

SANDY CITY
APPROVED CLASS SPECIFICATION

I. Position Title: GIS Laborer (Seasonal)

Revision Date: 06/2016
EEO Category: Paraprofessional
Status: Non-Exempt
Control No: 50542

II. Summary Statement of Overall Purpose/Goal of Position:

Under supervision of the GIS Coordinator, collects utilities information via GPS, and creates maps and reports during summer months to be able to utility access landscaped areas.

III. Essential Duties:

- GPS water, storm drain, streetlights, and other utilities.
- Add other data to features in the GIS.
- Build template reports and other custom projects.

IV. Marginal Duties:

- Perform other duties and projects as needed.

V. Qualifications:

Education: High school diploma or equivalent required.

Experience: Some experience in Urban Planning, Geography, GIS, Spatial Analysis or related work preferred.

Certificates/Licenses: Valid Utah Driver's License is required.

Knowledge of: ArcGIS, ArcInfo, database design, cartographic principles, in-depth understanding of computer programs including word processing, spreadsheets, presentations and statistics; correct English usage, vocabulary, spelling and arithmetic.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, etc.; working with large data sets; and appropriate professional use of computers.

Communication Skills: Ability to understand and follow instructions and communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and executives.

Tool, Machine, and Equipment Operation: Requires regular use of GPS, vehicles, radios, computer and telephone; frequent use of a copy machine, printers and plotters.

Analytical Ability: Analyze database structure, geographic data, GPS data, etc.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls, including GPS equipments and shovels. Employee frequently communicates with others, walks long distances and will sit or stand for long periods of time. Must be able to move objects up to 80 pounds.

Work Environment: Employee will work in a generally comfortable office setting with frequent field work. The noise level in the work environment is usually minimal. Substantial mental effort required daily due to frequent interaction with others and field work. Field work may include moderate physical activity as well as exposure to traffic and construction site hazards, dust and noise.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____

DATE:_____

PERSONNEL DEPT. APPROVED BY:_____

DATE:_____